

CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

April 23, 2001

NEWS BRIEFS

NEW MAINTENANCE SUPER

Stephen Yount is the new maintenance supervisor for the Human Resources Building. You can call him at 564-2640 with any building maintenance problems or questions.



TIP OF THE WEEK

To unkink your body after long hours of sitting, try these exercises. Shoulder circles. Circle your shoulders backward in a wide arc. Head circles. Circle your head slowly and gently, first to the left, then to the right. Back arch. Place your hands in the small of your back and arch gently backward. If you have trouble with an excessively arched back, don't do this exercise. Most people, however, need to arch their backs more than they do. For safety's sake, do these standing up.

Upper-body stretch. Stand in a doorway. Grab both sides of the doorway, with your hands behind you at about shoulder level. Let your arms straighten as you lean forward. Hold your chest up and chin in. Body curl. Push your chair away from your desk, lean forward and touch your toes. Unwind and sit back up, allowing the spine to uncurl one vertebra at a time. Leg and foot stretch. Extend your leg, circle your ankles, and flex and point your toes.

Division Of Mental Retardation Honored By ARC For Service

During the April 10th meeting of the House Bill 144 Commission, the Division of Mental Retardation was honored with the Ronald J. Cutter Professional Service Award. This award, given in memory of Cutter, past president of the ARC of KY during the 1970's, is presented in recognition of excellence in professional service.

In past years the award has been given to an individual. However, the 2001 Ronald J. Cutter Professional Service Award was presented to the entire staff of the Division of Mental Retardation in recognition of their dedication and commitment

to people with mental retardation and developmental disabilities.

Working as a team, the Division staff has been able to accomplish much this past year to carry out the work established by the HB 144 Commission on Services and Supports for People with Mental Retardation and Other Developmental Disabilities.

Shawn Cutter of Frankfort, Ron Cutter's son, presented the award and was assisted by Carol Estes, Arc of Kentucky Board member and Patty Dempsey, Arc of KY staff member.



Mental Retardation Division Director Kevin Lightle, fourth from left, is pictured with his staff and Shawn Cutter, back row first from right.

Time For Those Interim Reviews

April is Interim Review time!

During the month of April the first interim review step in the new employee performance evaluation system must be conducted.

The interim review involves a face-to-face meeting between an evaluator (supervisor) and employee to

discuss the employee's work performance to date.

All categories of performance must be reviewed and discussed whether good, above or below expectations. Comments by the evaluator shall be included in the
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State Employees Get 2 More Cents Per Mile For Travel As Of April 9

Some good news on a money issue: the Finance and Administration Cabinet is changing the mileage reimbursement rate from 30 cents to 32 cents a mile, effective April 9.

Travel vouchers received in the Financial Management and Reporting Branch for travel from April 9 through April 30, 2001 will be changed to reflect the \$.32 mileage. Travel vouchers received for travel beginning May 1, 2001 will be rejected if it does not reflect the mileage change.

Some other travel regulation matters:

- The Cabinet for Health Services will continue to use the Business Travel Accounts and not

the Internet for air travel.

- Regulations regarding reimbursement for lodging within 40 miles of residence or work station place the responsibility to authorize exceptions at the cabinet level. The section now states "Cost for lodging within forty (40) miles of the claimant's official work station or home shall be reimbursed if approved in advance by the agency head, or a designated representative." In CHS, exceptions shall be sent to the Secretary's Office to the attention of Cindy Atkins at 5W-A, who is the designated representative for the Cabinet. A copy of the approval must be attached to the employee's travel voucher.



Cabinet for Health Services Events Scheduled For National Nurses Week May 6-12

National Nurses Week will be celebrated May 6-12 and the CHS staff will have several opportunities to participate. They include:

- The wall of honor in the main HR lobby will feature photos of nursing staff and display facts about nursing.
- On May 8 there will be a free CEU offering (2 credits) in the



Public Health Auditorium. No registration required.

- On May 9 CHS nurses representing various specialties will be in the HR lobby from 10 a.m.- 4 p.m. to answer questions about nursing as a career.
- On May 10 a luncheon will be held from Noon-2 p.m. in the HR cafeteria. Interim Secretary Marcia Morgan and Kentucky Nurses Association President Anne Powell will speak.



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Interim Reviews

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interim meeting documentation section of the form. Employee comments may also be attached.

In areas needing improvement, the evaluator should make suggestions and/or develop an improvement plan. Both the employee and evaluator must sign and date the appropriate spaces in the interim meeting documentation section of the evaluation form. All signatures must be in **RED** ink.

Please remember that documentation of interim reviews shall be used to help determine and support final ratings at the annual evaluation.

It is important that each eligible employee participate in the interim review meeting to obtain supervisor coaching and feedback about their work performance. This meeting also provides the opportunity for an employee to discuss performance problems and concerns prior to the annual evaluation.

As with the planning phase (CHS is 99% compliant), we will be monitoring compliance in conducting Interim Reviews. If you have questions, please contact your Personnel Administrator for assistance.



State Fair Planning

The State Fair Committee is already busy planning for CHS's 2001 exhibit. The theme for this year is ***Life's a Three-Ring Circus: Be Healthy and Perform Well.*** Watch the newsletter for periodic progress updates.

